PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Distribution** **Date:** April 21, 1997

From: **Chris Ament**

Subject: **LIMS Team Meeting Minutes for 4/17/97**

Attendees: C.Ament, E. Carmines, S. Laffoon, D. Lisbon, F. Logan, J. Sampson, J. Wickham

Meeting Agenda:

1. Review Agenda
2. Old Business
3. Consultant Update
4. Decide on format for consultant interviews
5. Process Check
6. Set agenda for next meeting.

Business Conducted:

- Review of meeting agenda - Two items were added to the agenda:

  1. Jeff Sampson will discuss a team status meeting with Kent Koller.
  2. Daniel Lisbon will introduce the concept of team measurements.

- Discussion of old business: No old business was discussed.

- Meeting with Kent Koller: Jeff Sampson and Daniel Lisbon met with Kent Koller on Wednesday, April 16. The purpose being to update Kent on the team's status. Outcomes of the meeting are as follows:

  - By April 25th, obtain ballpark figure of costs from qualified consultants.
  - Deliver a team status presentation at an upcoming meeting of Dick Cox's staff. Date of the meeting will be forthcoming.

- Consultant Update: On Friday, April 18th, we will interview 3 consultants. The interviews will take place at the Hyatt's Tyler room. The team decided to meet at 8:30 AM with the interview schedule as follows:

  9:00 AM: Martin Goffman from Martin Goffman Assoc.
  11:00 AM: Susan Goodhart from Goodhart Consulting
  1:00 PM: Dale Crouse from Rising Sun Resources

- Consultant interview Format: For each interview there will be 10 minutes for introductions, 5 minutes to review the team objectives/deliverables and 1 hour and 30 minutes for the consultant presentation with the balance of time for questions. It was decided to create, for each candidate, a rating sheet that follows our "issues/questions" list. Each team member will rate the candidates on each issue on a 1-5 scale. The best candidate should be selected at the end of the day. An interview format sheet will be needed for the team to follow.

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- Measurements: Daniel Lisbon introduced the idea to the team. He explained the two types of measurements and the reason of their importance. In future meetings, we will further our knowledge of measurements and identify our own.

- Process Check: No issues

  Set agenda for next meeting: Next meeting will be held **Thursday April 24, 1997 1:00 P.M. in T2,** agenda for this meeting as follows:

  1. Review Agenda
  2. Old Business
  3. Review consultant budget information
  4. Select consultant
  5. Review consultant justification draft document
  6. Process Check
  7. Set agenda for next meeting

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Action Items:

- Ed Carmines: Create, for each interview candidate, a rating sheet that follows our interview "issues/questions" list.

- Susan Laffoon: Create an interview format sheet which we will follow.

- Jeff Sampson: Contact Kent Koller to discuss items to be included in our consultant justification document. Jeff will then begin to write a draft document.

Distribution:
Ament, C.
Carmines, E.
Good, B.
Laffoon, S.
Lisbon, D.
Logan, F.
Sampson, J.
Wickham, J.
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